

LIBRARY ASSISTANT

PURPOSE: To support the successful operations of the library by providing library services to the public and processing and maintaining library materials and records.

FUNCTIONAL AREAS: Under supervision:

1. Provide library services to the public.
 - * A. Perform materials circulation functions including check-out, check-in, and renewal.
 - * B. Collect fines and other money, maintain customer financial records, and issue receipts for lost and damaged materials.
 - * C. Issue library cards.
 - D. Provide routine information by telephone and in person in response to inquiries.
 - E. Refer library customers to appropriate collections and areas of the library.
 - * F. Operate and maintain a variety of library and office equipment, including computer workstations.
 - * G. Monitor public use of computers and collect money for related fees and sales.
 - H. Compile monthly circulation statistics.
 - I. Prepare, print, and mail library notices for overdue materials and hold requests.
2. Process orders and library materials.
 - * A. Place barcode labels, property stamps, book plates, plastic jackets, tape, and other appropriate markings on library materials.
 - * B. Prepare books for withdrawal from the collection.
 - C. Perform repairs to library materials as necessary.
 - D. Prepare orders of library materials, check against catalog, and enter data on computer system.
 - * E. Inspect incoming orders of library materials, verify accuracy of shipments, and provide pertinent information for cataloging and business office staff.
3. Perform related duties as assigned.
 - A. Serve on library committees, task forces, and work groups.
 - B. Maintain office and library supply inventory.
 - * C. Shelve and retrieve library materials.
 - * D. Prepare photocopies and mailings.
 - * E. Maintain various files.
 - F. Perform related tasks as assigned.

JOB REQUIREMENTS

Knowledge Requirements

- † A. Knowledge of alphabetizing, indexing, and filing methods.
- † B. Knowledge of basic mathematics.
- † C. Knowledge of basic computer operation.

Ability Requirements

- † A. Ability to follow oral and written instructions.
- † B. Ability to read, interpret, and effectively communicate library policies to the public; ability to effectively communicate with library customers.
- † C. Ability to meet deadlines.
- † D. Ability to count money and make change.
- † E. Ability to type at a rate of 30 net words per minute.
- † F. Ability to create and maintain electronic and manual files.
- † G. Ability to establish and maintain effective working relationships with co-workers, other City employees, and the general public, including people of all ages, people with disabilities, and people from a variety of socio-economic and ethnic backgrounds.
- † H. Ability to work as a member of a team.
- † I. Ability to adapt to changes in library technology and procedures.
- † J. Ability to work evening and weekend hours at various locations as scheduled.
- † K. Ability to retrieve and replace materials on shelves at various heights.
- † L. Ability to push and pull shelving carts requiring up to 41 pounds of force for distances of up to 25 feet on a carpeted surface.
- † M. Ability to frequently transport (usually by lifting and carrying) materials weighing up to 25 pounds, and occasionally weighing up to 50 pounds, from one part of the library to another.
- † N. Ability to work in a stationary position for long periods.
- † O. Ability to attend work on a regular basis.

*Essential Functions of the position

†Job Requirements necessary on the first day of employment

Analyst: JA	Class #: 4313	Union: Basic	Pay: 119
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EEO Funct: Other		EEO Cat: Paraprofessional	